



County of Los Angeles CHIEF EXECUTIVE OFFICE

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December 28, 2012

To: Supervisor Mark Ridley-Thomas, Chairman
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer *WTF*

DISTRICT ATTORNEY REQUEST TO APPOINT MS. PAMELA BOOTH TO THE POSITION OF BUREAU CHIEF, DISTRICT ATTORNEY (UNCLASSIFIED)

The District Attorney, with the support of the Chief Executive Officer (CEO), requests approval to appoint Ms. Pamela Booth to the vacant and budgeted position of Bureau Chief, District Attorney (UC), Item No. 9958, at an annual base salary of \$208,658.04. The base salary placement for Ms. Booth onto Management Appraisal and Performance Plan Tier I Salary Range R21 (the Board approved range for this position) will place Ms. Booth in the first quartile of the range. This salary is recommended based on Ms. Booth's extensive public sector experience and the roles and responsibilities she will perform as Bureau Chief for the District Attorney.

As Bureau Chief, Ms. Booth will report to the Chief Deputy, Sharon Matsumoto, and be responsible for directing approximately one-third of the Department's legal and support operations. Specifically, Ms. Booth will direct the administration of the following specialized bureaus, divisions, and programs: Appellate; Community Prosecution; Lifer Hearings and Parole Revocation; Training; Extradition; Forensic Science; Professional Responsibility Committee; Administrative Services (including budget, fiscal, human resources, property management, systems and risk management); and the Victim-Witness Assistance Program. In this executive position, Ms. Booth will maintain effective public relations with other County departments, jurisdictions, agencies, civic groups, and the community. In addition, Ms. Booth will be responsible for directing the development of changes in the organization including staffing, work processes, and

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management of information systems to increase effectiveness and efficiency and reduce the administrative costs of the Department. Ms. Booth will also assess current and future staffing needs based on organizational goals and budget realities; oversee the preparation, justification, monitoring and administration of the Department's operating budget; and administer and monitor the Department's hiring to ensure that departmental hiring and promotional practices are consistent with the County's equal employment opportunity policy.

Ms. Booth has more than 27 years of experience working for the Los Angeles County District Attorney's Office. As a trial lawyer, Ms. Booth prosecuted a wide variety of serious felony cases including over 70 jury trials involving crimes of violence such as charges of sexual assault, domestic violence, kidnapping, and murder. As a manager and supervisor, Ms. Booth has served as the Deputy-in-Charge of the Pomona Juvenile Office and the El Monte Area Office. Additionally, Ms. Booth was the Head Deputy of the Sex Crimes Division and the Family Violence Division before being appointed as the Director of Branch and Area Operations, Region II in January 2006. Since April 2009, Ms. Booth has served as the District Attorney's Director of Central Operations.

Ms. Booth is a member of the National Center on Child Fatality Review Advisory Board and has served as the co-Chair of the Inter-Agency Council on Child Abuse and Neglect Child Death Review Team for a decade. Formerly, Ms. Booth acted as the co-Chair of the Los Angeles County Domestic Violence Fatality Review Team and the Chair of the Los Angeles County Domestic Violence Council. Ms. Booth also served as the Chair of the Los Angeles District Attorney's Office Victim Impact Program Advisory Working Group.

Prior to joining the Los Angeles County District Attorney's Office in 1985, Ms. Booth was a San Bernardino County Probation Officer for six years. Ms. Booth is a graduate of the Western State University College of Law.

In accordance with policy concerning managerial appointments, unless otherwise instructed by your Board by January 14, 2013, the CEO will advise the District Attorney that authorization has been granted to proceed with Ms. Booth's appointment to Bureau Chief, District Attorney (UC), at an annual base salary of \$208,658.04, effective no sooner than January 15, 2013.

Each Supervisor
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If you have any questions, please contact me, or your staff may contact Paul Coyne at (213) 974-2484.

WTF:BC:ES
PC:AP:ra

c: District Attorney
Executive Office, Board of Supervisors
County Counsel

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